

June 17, 1999

CHIEF INFORMATION OFFICER LETTER

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
REGIONAL/NATIONAL RECORDS STORAGE FACILITIES AND AREAS SERVED**

1. The Veterans Health Administration Directive 98-054 required medical facilities to transfer their records to the VA Records Center and Vault, Neosho, Missouri. That directive has been rescinded by VHA Directive 99-022. Consequently, medical facilities are no longer required to transfer inactive medical records to the Neosho facility. However, vital records still must be transferred to the Neosho facility.
2. Medical facilities are to forward an SF 135, Records Transmittal and Receipt, to their servicing Federal records center for approval before shipping the records. Attachment A of this Information Letter provides a list of Federal records centers and the geographical areas served by them. In addition, VA Handbook 6300.1, Records Management Procedures, provides specific procedures for transferring records to Federal records centers. The handbook is available on the Internet at <http://www.va.gov/publ/direc/eds/edsdirec.htm>
3. A plan is being developed to move inactive medical records from the Neosho facility to a Federal records center. Medical facilities will be informed of the new record location once the records have been moved.
4. Questions regarding this Information Letter may be directed to Mr. Sherwin Lynch at (202) 273-8312 or via MS Exchange.

R. David Albinson
Chief Information Officer

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LISTING OF NARA REGIONAL/NATIONAL RECORDS STORAGE FACILITIES AND AREAS SERVED**REGIONAL/NATIONAL FACILITIES****AREAS SERVED**

Southeast Region
1557 St. Joseph Avenue
East Point, GA 30044
Telephone No.: (404) 763-7474
FAX: (404) 763-7815

North Carolina, South Carolina, Tennessee,
Mississippi, Alabama, Georgia, Florida, and
Kentucky.

Northeast Region (Boston)
380 Trapelo Road
Waltham, MA 02154-6399
Telephone No.: (617) 647-8108
FAX (617) 647-8112

Maine, Vermont, New Hampshire,
Massachusetts, Connecticut, and Rhode Island.

Great Lakes Region (Chicago)
7358 South Pulaski Road
Chicago, IL 60629-5898
Telephone No.: (773) 581-7816
FAX (312) 886-7883

Illinois, Wisconsin, and Minnesota.

Great Lakes Region (Dayton)
3150 Springboro Road
Dayton, OH 45439-1883
Telephone No.: (513) 225-2852
FAX (513) 225-7236

Indiana, Michigan, and Ohio.

Rocky Mountain Region
Denver Federal Center, Building 48
Denver, CO 80225
Telephone No.: (303) 236-0801
FAX (303) 236-9297

Colorado, Wyoming, Utah, Montana, North
Dakota, South Dakota, and New Mexico.

Southwest Region
501 Felix Street, Building 1
Ft. Worth, TX 76115-3405
Telephone No.: (817) 334-5515
FAX (817) 334-5621

Texas, Oklahoma, Arkansas, and Louisiana.

Central Plains Region
2312 East Bannister Road
Kansas City, MO 64131
Telephone No.: (816) 926-7271
FAX (816) 926-6982

Kansas, Iowa, Nebraska, and Missouri, except
greater St. Louis area, Nebraska, New Jersey,
Puerto Rico and the Virgin Islands.

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Pacific Region (Laguna Niguel)
4000 Avila Road, 1st floor - East Entrance
Laguna Niguel, CA 92677-3497
Telephone No.: (714) 360-2620
FAX (714) 360-2624

Arizona; (Clark County), Nevada, and southern California (counties of San Luis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Orange, Los Angeles, Riverside, Inyo, Imperial, and San Diego).

Northeast Region (Bayonne)
Military Ocean Terminal, Building 22
Bayonne, NJ 07002-5388
Telephone No.: (201) 823-7241
FAX (201) 823-5432

New York, New Jersey, Puerto Rico, and the Virgin Islands. See NARA Bulletin 96-5 announcing the planned closure in FY 1998 and the transfer of holdings to other NARA records storage facilities in Kansas City, Missouri, and Suitland, Maryland.

Mid-Atlantic Region (Northeast Philadelphia)
14700 Townsend Road
Philadelphia, PA 19154-1025
Telephone No.: (215) 671-9027
FAX (215) 671-0273

Delaware and Pennsylvania.

Northeast Region (Pittsfield)
100 Dan Fox Drive
Pittsfield, MA 01201-8230
Telephone No.: (413) 445-6885, Ext. 15
FAX (413) 445-7305

National collection of long term records. Effective October 1, 1996, this facility discontinued acceptance of records. Effective July 1997, VA facilities were directed to ship records to the NARA Central Plains Region in Kansas City.

Pacific Region (San Francisco)
1000 Commodore Drive
San Bruno, CA 94066-2350
Telephone No.: (415) 876-9249
FAX (415) 876-0920

Nevada, except Clark County; California, except southern California and American Samoa.

Pacific Alaska Region (Seattle)
6125 Sand Point Way, NE
Seattle, WA 98115-7999
Telephone No.: (206) 526-6501
FAX (206) 526-6545

Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except American Samoa).

Washington National Records Center
4205 Suitland Road
Suitland, MD 20409-0002
Telephone No.: (301) 713-7000
FAX (301) 457-7117

District of Columbia, Maryland, West Virginia, and Virginia.

National Personnel Records Center (Civilian
Personnel Records)
111 Winnebago Street
St. Louis, MO 63118-4199
Telephone No. (314) 425-5722
FAX (314) 279-5719

The entire Federal Government personnel
records of separated Federal employees;
medical and pay records of Federal employees;
designated medical records of Army and Air
Force military personnel and their dependents,
and records of agencies in the St. Louis,
Missouri area.

National Personnel Records Center (Military
Personnel Records)
9700 Page Boulevard
St. Louis, MO 63118-4199
Telephone No.: (314) 538-4247
FAX (314) 538-4255

Designated records of the Military Departments
and the U.S. Coast Guard.